

Executive Registry
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Mr. Edward R. Trapnell
Executive Secretary
ICIS Subcommittee on E.O. 10290
Room 1318, Department of Justice
Washington 25, D. C.

Dear Mr. Trapnell:

This is in reply to your letter of February 19, 1952 requesting a report on the status of our efforts to bring agency procedures into accord with Executive Order 10290. This order prescribes minimum standards for the classification, transmission and handling of official information relating to the security of the nation.

The business of Central Intelligence Agency has always required us to handle a large amount of classified security information. In addition, the National Security Act of 1947 imposes on us the strong obligation to protect intelligence sources and methods from unauthorized disclosures. Consequently, regulations to protect classified security information have been in effect in this Agency for some time. These regulations, except for certain additional markings specified by the Presidential Order, appeared to meet, and in many instances, exceed the minimum standards prescribed in the Executive Order. Nevertheless, to carry out the spirit of the Order, the Director of Central Intelligence on October 13, 1951 published a notice to all employees inviting their attention to this Executive Order and directing that the principles and intent of the Order be faithfully carried out. A copy of this notice is attached and I invite your attention to the emphasis placed therein on stricter controls by senior officials to avoid overclassification and to insure prompt declassification, and the stress on more precise measures to insure that administrative information is not designated as security information. A companion notice, of the same date, instructed personnel in the proper method of marking classified security documents. Both notices have now been incorporated in the Agency regulations together with additional explanatory material. These regulations are also enclosed for your information.

All personnel of CIA are given a thorough security indoctrination when they first enter on duty. This is followed periodically by further security training when required and a program of

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security education. In addition, periodic surveys and inspections are, and have been, carried out to insure uniform and proper application of the security classifications and other security measures. This is a continuing function of our Security Office.

The CIA Security Officer, Col. Sheffield Edwards, USA, has been charged with agency-wide responsibility for the administration of Executive Order 10290. It is suggested that communications dealing with this Executive Order be addressed to him at 2430 "E" Street, N.W., Washington, D. C.

Sincerely,

/s/

WALTER REED WOLF
Deputy Director
(Administration)

2 cc to: DD/A ✓
cc ER.
cc Adm. Recs.
cc [redacted] (basic)

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